

**June 12, 2020**

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Richland County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, July 2, 2020**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at [rps@admin.sc.gov](mailto:rps@admin.sc.gov).

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations, §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: [https://admin.sc.gov/real\\_property/forms](https://admin.sc.gov/real_property/forms).

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR  
UNIVERSITY OF SOUTH CAROLINA LIBRARY/MIRC AND COLLEGE OF ARTS AND  
SCIENCES**

**OFFICE/WAREHOUSE/STORAGE SPACE IN RICHLAND COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

**LEASE CRITERIA – UNIVERSITY OF SOUTH CAROLINA/MIRC AND COLLEGE OF ARTS  
AND SCIENCES**

- Location: RICHLAND COUNTY, COLUMBIA, SOUTH CAROLINA- preferably near the University of South Carolina.
- Expected occupancy date: OCTOBER 1, 2020
- Total space needed is approximately 26,700 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
  - 4 private offices for professional staff of approximately 120 square feet each
  - Space to accommodate 6 employees in workstations of approximately 48 square feet each (workstations to be provided by Landlord)
  - Space to accommodate 4 employees in small workstations of approximately 25 square feet each
  - 1 large suite reception lobby to accommodate seating for up to 12 people of approximately 200 square feet
  - 1 beverage alcove to include 6 linear feet of cabinet space, sink, under-counter refrigerator, and a microwave
  - 1 small break room to accommodate seating for 4 people at a time of approximately 120 square feet
  - 1 printer alcove with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet
  - 2 copy/print/supply rooms (including room for dedicated floor mounted printer and storage) or approximately 120 square feet each



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and Property Services**

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- 2 IT closets including wall mounted racks of approximately 40 square feet each
- 1 LAN room with floor mounted racks of approximately 100 square feet, with separate HVAC system or separate thermostat for temperature control and backup power. This room needs high connectivity including fiber and copper connections with several racks of connections for the many computers and scanning equipment being used in the building. Room must have high levels of air conditioning. Very high band width fiber connectivity to the rest of the university is essential.
- 1 storage closet of approximately 50 square feet
- 1 small open storage room of approximately 120 square feet
- 1 open work room with work surface and storage of approximately 120 square feet
- 1 open area for file cabinets of approximately 9 square feet
- 1 large temperature-controlled film vault of approximately 2200 square feet, with a minimum ceiling height of 8 feet
- 1 medium temperature-controlled film vault of approximately 1150 square feet, with a minimum ceiling height of 8 feet
- 1 small temperature-controlled film storage vault of approximately 500 square feet with a minimum ceiling height of 8 feet
- 1 Loading/Delivery/Staging area of approximately 2400 square feet with a minimum ceiling height of 20 feet, and a loading dock with 1 bay required
- 1 large open room to accommodate the CPE theatre and art exhibits of approximately 3920 square feet with a minimum ceiling height of 20 feet
- 1 theatre work room of approximately 240 square feet with a minimum ceiling height of 20 feet
- 15 open rooms to be utilized as SVAD photography studios of approximately 240 square feet each
- 1 open room to be utilized as a SVAD art shop of approximately 800 square feet
- 1 Classroom of approximately 500 square feet
- Special fire extinguishers or fire suppression system for electrical fires required for rooms that house highly specialized film scanning equipment and high-powered computers.
- Back-up generator required in case of power outages. Increased floor loads required in certain rooms for specialized equipment and equipment storage.
- Exterior signage to promote and identify the leased space as a University of South Carolina facility/MIRC. Signage to be provided by landlord.
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Some of the rooms noted above will require special lighting and acoustics, and such equipment will be provided by the agency.
- Interior and exterior monitored security is required.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 50 parking spaces are required, with 10 being reserved. State availability of reserved parking spaces.
- Parking lot must be paved and lighted.



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- Term: Please provide proposed rates for 5, 7 or 10 year terms.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements. Janitorial services shall be performed using SC Department of Health and Environmental Control guidelines and approved US Environmental Protection Agency registered antimicrobial products for the protection of tenant and visitors (to the extent possible) against the virus referred to as COVID-19.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

**MINIMUM STATE REQUIREMENTS**

- **Standard State lease must be used – a copy is available on our website at: [https://admin.sc.gov/real\\_property/forms](https://admin.sc.gov/real_property/forms) or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

**PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:**

- Proposals must be received by the Real Property Services by **4:00 PM, July 2, 2020.**
- All proposals must be in writing and may be submitted by e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

**CONTACT INFORMATION**

All information and questions should be directed to Real Property Services – no direct contact can be made with The University of South Carolina. Direct contact can be cause for automatic disqualification.

**RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:**

DEPARTMENT OF ADMINISTRATION  
REAL PROPERTY SERVICES  
PHONE: 803-737-0644 or 803-737-1617  
EMAIL: [rps@admin.sc.gov](mailto:rps@admin.sc.gov)

